



State of Montana Project Management Office

Project Ideation Phase

New Project Proposal Instructions

This template is used for creating a brief description of a new project idea, which is used as input to a project portfolio planning process. The goal is not only to capture good ideas for new projects, but also to provide a consistent format that allows new project ideas to be rapidly and systematically compared with projects already in operation.

An NPP form, often with related rough business case information, lays out the idea for a new project in a quickly digestible form. It provides a “sanity check” of the project idea—how important is it to the customer and the State of Montana—and provides a consistent format for quick evaluation, comparison, and decision-making by senior management on a large number of project proposals. Having a process for submitting these ideas also helps make sure that “stealth” projects aren't sapping your resources. (Do you really know what people are working on?)

1. Encourage everyone to submit new project ideas using a proposal form.
2. Document any quantitative business justification in the document or in a short, rough business case to go along with the New Project Proposal page. Clearly label assumptions and “guesstimates.” Requirements specify how much business case information should be submitted with the original proposal. Some detail, especially even rough financial estimates, may not be present in the first proposal version.
3. Enter the proposals into the Project Management Office's system for logging and reviewing new project ideas. The pipeline of new ideas should be reviewed on a regular basis.
4. For each new idea submitted via NPP, the ITB should decide whether to:
 - Investigate the idea further. For example, develop further business case information and rough ideas of project feasibility and scope before making a decision. This decision would typically launch the “Concept” or “Initiation” phase of a new project. Some companies label this “Phase 1.”
 - Deny the idea outright.
 - Put the idea on hold to investigate later.
5. An NPP should get additional investigation as a potential project only if the reviewers of the NPP deem it important. (Remember, we're trying to keep from having people scattered across too many project efforts. The NPP review

process helps make sure that even at the Concept stage, only the most important ideas take up time from scarce resources.)

6. After an NPP has received further investigation and the new data reviewed, the idea must be taken in front of the ITB for approval to move it to take the concept on into a full project.

Originator

Complete document with as much information as you have. Do not worry about leaving blanks in your first version, but obviously the more information provided the better the chances for the project idea to be approved.

If your idea is approved you will be contacted for further information during “phase 1” until the project idea is fleshed out.

Note: Approval of this NPP does not mean that the idea is funded to project status. Approval at this point signifies that the idea has been approved to move into Concept Phase or Phase 1, which requires much more investigation and documentation.

Administrative Information

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